

Available On-Call Services and Task Order Document Procedures

Attached is a listing of the various On-Call agreements that are available for statewide use. All of these agreements are being managed by HQ Consultant Services office. In order to use these agreements please contact one of the following individuals from HQ Consultant Services:

Mike Rice, (360) 705-7102

Mike Kane, (360) 705-7103

Karlene Loran, (360) 705-7147

Following is a list of categories of On-Call services available for use:

- Transportation Design PS&E, \$350k and below;
- Transportation Design PS&E, above \$350k;
- Traffic Engineering, \$350k and below;
- Traffic Engineering, above \$350k;
- Transportation Studies, \$350k and below;
- Transportation Studies, above \$350k;
- Land Survey, \$350k and below; and
- Land Survey, above \$350k.

Other types of On-Call services are available for use, below is a listing of those services and the individuals to contact in order to utilize these services:

Karlene Loran, HQ Consultant Services Office (360) 705-7147

- Disputes Review Board State Member (Coming Early 2004)
- Disputes Review Board 3rd Party Member (Coming Early 2004)

Meg Blau, Northwest Region, (206) 440-4685

- Landscape Architecture Services

Molly Crabbe, HQ Communications Office (360) 705-7075

- Communications and Public Involvement - General
- Communications and Public Involvement Specialty – Writing
- Communications and Public Involvement Specialty – Graphic Design
- Communications and Public Involvement Specialty – Market Research

Sandie Turner, HQ Environmental Affairs Office (306) 570-6637

- Environmental
- Environmental – Marine Biology
- Cultural Resource (Archaeological & Historical Services)
- Hazardous Waste
- Environmental Transportation Interns

Dave Jenkins, HQ Materials Lab (360) 709-5455

- Geotechnical – General
- Geotechnical – Unstable Slope
- Geophysical

Jim Salter, HQ Real Estate Services (360) 705-7312

- Real Estate Services

Monica Bielenberg, HQ Project Development (360) 705-7457

- Cost Estimating Validation Process (CEVP) Services
- Cost Risk Assessment Risk Analysis
- Cost Risk Assessment Subject Matter Experts

Bill Shisler, HQ Architecture (360) 705-7345

- Civil Engineering for Buildings and Related Facilities
- Structural Engineering for Buildings and Related Facilities
- Mechanical Engineering for Buildings and Related Facilities
- Electrical Engineering for Buildings and Related Facilities
- Architectural Services for Buildings and Related Facilities
- Waste Water Services

Frank Higgins, HQ Bridge (360) 705-7205

- Bridges & Structures – Design Engineering Services
- Bridges & Structures – Mechanical Engineering Services
- Bridges & Structures – Electrical Engineering Services
- Bridges & Structures – Underwater Inspection

John Tull, HQ Geographic Services (360) 709-5540

- Photogrammetry & Mapping Services

You must contact one of the above Agreement Managers in order to acquire a Task Order Document and have that Task Order Document executed before any work takes place.

Procedures for Utilizing On-Call Agreements

Below are the procedures for selecting a firm from any of the On-Call agreement categories:

Step 1:

Contact your Program Management division to make sure there is appropriate funding available to cover the cost of the proposed project.

Step 2:

Contact the Agreement Manager for the On-Call category you wish to utilize. You may not utilize the agreements unless you have approval of the Agreement Manager. The Agreement Manager will ask you for the following specific information:

- Work Order(s)/Funding Source(s);
- Project Title;
- SR Number(s) (if applicable);
- Federal Aid Number(s) (if applicable);
- Federal Aid Participation Percentage(s) (if applicable);
- Org Code of Work Order(s);
- WSDOT Project Manager, name, phone, mail-stop, and mailing address;
- Scope of Work (to be provided to the agreement manager electronically);
- Cost Estimate (to be provided to the agreement manager electronically);
- Work Breakdown Structure (to be provided to the agreement manager electronically);
- Desired Start Date of project; and
- Desired End Date of project;

You should be prepared with this information before you contact the Agreement Manager. Also, the scope of work for the proposed project must fall under the scope of work for the master On-Call agreement.

Step 3:

The Agreement Manager will assist you in determining the selected consultant. Basically there are three options to selecting a firm for your project from the list of currently available On-Call agreements. These options are as follows:

- Selecting a consultant from the list. Any consultant may be selected. The list is not in ranked order. You may request to review the submittals in order to aid you in making your selection. Review of submittals must be done at HQ Consultant Services Office.
- Asking for additional information. This can be in a written format, or by making phone calls. You must ask the same questions of all firms short-listed. You may request to review the submittals in order to aid you in determining a short-list of firms to ask for additional information or you may ask all of the firms on the list. Review of the submittals must be done at HQ Consultant Services Office.

- Conducting interviews. You must ask the same questions of all firms short-listed for interview. You may request to review the submittals in order to aid you in determining a short-list of firms to interview. Review of the submittals must be done at HQ Consultant Services Office.

Please keep in mind that over time, some of the agreements will become inactive. The Agreement Manager will let you know which On-Call agreements are inactive at the time you make contact with them in Step 2. HQ Consultant Services office will also send out periodic updates of active agreements, as well as post it to the HQ Consultant Services web site at: <http://www.wsdot.wa.gov/consulting> under the heading of “Current Issues/News.”

Step 4:

Once selection of the consultant is completed a Task Order Document can be generated.

The Agreement Manager will:

- Assign a Task Order Number to your project;
- Contact the selected consultant;
- Provide the selected consultant with the scope of work for review and comment;
- Coordinate with the Project Manager and the selected consultant if the Managing Project Delivery Process is to be utilized;
- Acquire a Consultant Cost Estimate from the selected consultant reviewing to make sure rates quoted are in compliance with the Master Agreement;
- Complete the Task Order Document; and
- Provide the completed Task Order Document to the Project Manager in an electronic format. The completed Task Order Document will consist of the following:
 - Task Order Document;
 - Scope of Work/Work Breakdown Structure; and
 - Estimate of Cost.

The Project Manager will:

- Print out two copies of the completed Task Order Document;
- Acquire the consultant’s signature on both copies;
- Acquire an authorized WSDOT signature on both copies;
- Acquire the signature of the Agreement Manager on both copies (Only for Communications and Public Involvement, and Environmental agreements);
- Contact the appropriate Program Management division to set-up funding for the Task Order Document; and
- Distribute originals and copies as follows:
 - Original 1 – Consultant;
 - Original 2 – Accounting;
 - Copy 1 – HQ Consultant Services Office;
 - Copy 2 – Program Management;

- Copy 3 – Project Manager;
- Copy 4 – Agreement Manager; and
- Copy 5 – Others as necessary.

The consultant can now proceed with work. If in the future, the Task Order needs to be amended, you must follow the same steps and procedures to amend the original Task Order Document. Work cannot proceed until an executed Task Order Document is in place.

NOTE: If the proposed project exceeds the limitations of the Master On-Call Agreement, for money or time, than you will need to petition the Agreement Manager to process a supplement to the Master On-Call Agreement following the procedures outlined in the “Consultant Services Procedures Manual.”

NOTE: If the scope of work for the proposed project does not fall within the defined scope of work for the Master On-Call Agreement, than you may not use that Master On-Call Agreement.

NOTE: If you have any questions or concerns about the Task Order Document process, please contact Mike Rice at (36) 705-7102.

NOTE: There will be a new Task Order Document available through Filemaker Pro in the near future. Please make sure that with each new Task Order Document the most current version of the Task Order Document form is being utilized.

Terminology Definitions:

- Master On-Call Agreement – The main On-Call agreement in which Task Order Documents will become a component of.
- Task Order Documents – Mini contracts that are a component of the Master On-Call agreement.
- Project Manager – the person that will have day-to-day oversight and contact with the consultant in order to deliver the project.
- Agreement Manager – the person who manages the Master On-Call Agreement which includes assigning Task Order Document Numbers, Task Order Document Amendment Numbers, compiling the Task Order Document and Amendments, etc.